



County of Greene, Missouri

## Employment Vacancy Announcement

10/13/2015

Greene County Prosecuting Attorney

### Assistant Prosecuting Attorney

Full-Time Status -- \$48,464.00 Annually

The Greene County Prosecuting Attorney's Office is seeking qualified individuals for the position of Assistant Prosecuting Attorney. Assistant Prosecutors are responsible for prosecuting misdemeanor and felony criminal cases representing the citizens of Greene County and the State of Missouri in criminal court, under the direction of the Greene County Prosecutor and supervision of a First Assistant Prosecuting Attorney. Applicants must be members of the Missouri Bar. Employment offers for the position will be contingent upon successful completion of reference checks, a criminal background check and a pre-employment drug screen. Posting open until filled.

#### ***Essential Duties and Responsibilities:***

1. Represent the citizens of Greene County in Associate and Circuit Courts. This representation includes handling misdemeanor and/or felony cases for jury trials, bench trials, preliminary hearings, arraignments, change of plea hearings, motions, probation violation hearings, reappearances and other criminal legal proceedings.
2. Review felony, misdemeanor and traffic cases submitted to the Prosecutor's Office for filing.
3. Accurately document all case activity with appropriate docket entries in the case management system.
4. Return telephone calls, e-mails and correspondence in a timely manner.
5. Negotiate cases with defense attorneys for an appropriate disposition.
6. Prepare and draft pleadings, motions and responses to be filed with the court.
7. Research legal issues and case law as it relates to issues and cases they are working on.
8. Contact victims and witnesses, keep them informed of case status, prepare them for testifying and answer their questions.
9. Remain on call 24 hours-a-day on a rotating basis after normal business hours. This will require work on weekends and holidays.
10. Take and defend depositions.
11. Assist and counsel law enforcement concerning legal issues regarding an investigation and the facts needed to pursue a conviction.
12. Maintain a good standing with the Missouri Bar Association and complete annual continuing legal education courses.
13. Maintain the highest level of integrity in all professional relationships.
14. Remain generally available during the business day to respond to request by the court to appear for unscheduled matters.
15. Arrive at work punctually and without unexcused absences. As an exempt employee, an assistant prosecutor is not required to maintain a time sheet or billable hours. However, it is expected that the assistant prosecutor will be prepared for court. Often times this will require work after business hours and on weekends.
16. Be a team player and assist other prosecutors to achieve the primary mission of the Greene County Prosecutor's Office which is to ensure a safe and secure community with justice for all.

#### ***Minimum Experience and Training Qualifications:***

Juris Doctor degree. Missouri bar license and current membership in good standing.

*A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.*

#### ***Special Requirements:***

All candidates are required to undergo a post-offer screening for the presence of illegal drugs and pass background screenings and reference checks.

#### ***How to apply:***

Interested individuals must complete an application (<http://www.greencountymo.org/file/PDF/file.pdf?id=1044>) and return it with a cover letter, resume, and law school transcript to Greene County Prosecuting Attorney, Dan Patterson at: [dpatterson@greencountymo.org](mailto:dpatterson@greencountymo.org), 1010 Boonville Avenue, Springfield, MO, or fax to (417)868-4160. Applications will be accepted until the position is filled.

*Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*